

Stanchester Academy is a secondary school located in Stoke-Sub-Hamdon. The school is part of the Bridgwater & Taunton College Trust.

Attendance Officer

Ref: 556

36 hours per week 39 weeks per year (Term time plus INSET days)
BTCT Point 5 to 6 commencing at point 5, actual salary £16,463 per annum
Permanent

At Stanchester Academy we aim to provide a rich and varied education for all of our students. We believe that ensuring students realise their full potential depends upon a continuous drive for excellence by our staff.

Our aim at Stanchester Academy is to develop ambitious learners who are knowledgeable and literate.

We are looking for a full-time Attendance Officer to start as soon as possible.

This role involves providing administrative support for the attendance system across the whole Academy, including liaising with parents and students, providing information to staff and relevant agencies.

The successful applicant will need to be computer literate, work to deadlines and be able to deal with people in a polite, yet assertive manner.

Please note, although we are ideally looking for a full-time colleague, we are open to discussing flexible working options

Our employees benefit from a generous local government pension scheme plus an Employee Rewards scheme – High Street discounts, Staff Wellbeing centre

Please use the application form supplied on our website. All applications must be fully completed; incomplete applications will not be considered. Please note we do not accept CVs.

Once completed, please email your application form to: recruitment@btc-trust.org

If you have any queries regarding the role or application process, please contact the recruitment team at recruitment@btc-trust.org or call 01278 618380

Closing date for applications: Noon on 13th June 2022
Interviews Friday 17th June 2022

Stanchester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve. A criminal disclosure check will be completed for any applicant who is offered a position.